



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CA 92278

CCO 5700.1
7
12 May 99

COMBAT CENTER ORDER 5700.1

From: Commanding General
To: Distribution List

Subj: FROSTCALL AND SPEEDCALL

Ref: (a) CCO P5000.9

Encl: (1) FROSTCALL AND SPEEDCALL RECIPIENTS

1. Purpose. To publish procedures and guidelines for the management, submission, and dissemination of Frostcalls and Speedcalls.

2. Background

a. Prior to publication of this Order, an electronic Speedcall system was used to disseminate information of both an urgent nature (for example. "The Commanding General will address all officers at 1500 today in the Base Theater." and items of general interest but not urgent in nature (such as "The Petty Officer Association will sponsor a Haunted House from 20-30 October 1999 during the hours of 1700-2000.") Speedcalls were used as a medium for general public announcements and for information of an urgent nature. This Order separates these two types of information; Frostcalls will now cover information dissemination of an urgent, official nature. Speedcalls will function as the Combat Center's public announcement system.

b. With the advent of NT Windows as the Combat Center's computer networking system, the Speedcall System can no longer effectively send electronic messages to everyone aboard the Combat Center. Instead, managers of the Speedcall and Frostcall systems will send electronic messages to Directors, Deputy Directors, Commanding Officers and Executive Officers. Those individuals will then be responsible for further disseminating the information.

c. The new system will decrease the burden placed on Marine Corps Air Ground Combat Center servers that the previous Speedcall system perpetuated. Also, it will necessitate sections and organizations to use other communication resources such as the local television channel or the Combat Center Observation Post to announce or advertise upcoming events.

3. Information

a. Definitions

(1) Frostcalls (or "Fast Response on Short Notice") are defined as a system by which official information may be rapidly disseminated from one central point. The Frostcall system is used to schedule or cancel an important event on short notice, to transmit information required to cope with emergency conditions, or to provide information that will potentially affect a large portion of the military and civilian population living and working aboard the Combat Center. The Frostcall System will not be used to pass information that would be more appropriately passed through the local television channel, the Observation Post or through Speedcalls, as defined in paragraph 3a(2) of this Order. For example, a section that will

close due to participation in a picnic or party, etc., or information that is not of an emergency nature and is known in sufficient time to use alternative means for dissemination will not be sent through the Frostcall system.

(2) Speedcalls are defined as a system to announce unofficial events, meetings or classes which could affect the majority of the military and civilian population living and working aboard the Combat Center. As an example, Speedcalls could be used to disseminate unofficial information for private organizations, temporary or permanent office closures, fundraising events or Town Hall meetings.

b. Responsibility

(1) The Adjutant, MCAGCC is responsible for Frostcall dissemination.

(2) The Public Affairs Officer, MCAGCC is responsible for Speedcall dissemination.

c. Authorization to Submit Frostcalls and Speedcalls. Only those personnel who have "By direction" authority for the Commanding General per reference (a), are authorized to request release of Frostcalls. Directorate Heads and Commanding Officers will provide the Public Affairs Officer a roster of individuals in their directorate or unit who are authorized to submit Speedcall messages. Commanding Officers aboard MCAGCC who do not have "By direction" of the Commanding General will submit their Frostcall requests to the MCAGCC Adjutant for further approval by the Chief of Staff.

4. Action

a. MCAGCC Adjutant. Upon receipt of a request for a Frostcall release from an authorized individual, prepare appropriate E-mail and release to the individuals delineated at enclosure (1). If the server is down, make appropriate telephone calls as necessary if deemed an emergency or urgent in nature by the Chief of Staff.

b. MCAGCC Public Affairs Officer

(1) Upon receipt of a request for Speedcall release from an authorized individual, prepare appropriate E-mail and release to the individuals delineated at enclosure (1). Post the Speedcall in the appropriate public information folder in Microsoft Outlook.

(2) At the same time daily, the Public Affairs Officer will send an E-mail message titled "Today's Speedcalls" to all Commanding Officers, Executive Officers, Directors, and Deputy Directors giving them the subject line of all Speedcalls that have been posted to the Speedcall folder since the previous day.

(3) Maintain a list of personnel authorized to release Frostcalls and ensure the list is updated at least biannually in June and December.

c. Director, Communications and Data Directorate. Provide technical support to the Adjutant and Public Affairs Officer, as needed, to ensure the success of the Frostcall and Speedcall systems.

d. Directors and Commanding Officers

(1) Provide updated rosters at least biannually to the Public Affairs Officer of persons authorized in your Directorate or unit to submit Speedcall requests.

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(2) Send requests for Speedcalls to the following E-mail address: "29Palms to Speedcall." Send requests for Frostcalls to the MCAGCC Adjutant, using his/her E-mail address.

(3) Once in receipt of a Speedcall or Frostcall, disseminate information to your sections expeditiously. In the case of Frostcalls, ensure immediate distribution due to their time-sensitive nature.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

//signed//
D. T. LENNOX
Chief of Staff

DISTRIBUTION: A-1

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FROSTCALL AND SPEEDCALL RECIPIENTS

UNIT/SECTION	PHONE NUMBER	PERSON WITH WHOM THE MESSAGE WAS LEFT (IF USING PHONE)
Staff Secretary	7618 or 6717	_____
Manpower	7318 or 7330	_____
O&T	7467 or 6819	_____
I&L	6100 or 7422	_____
PAO	5471 or 5472	_____
PMO/CID	7458 or 6800	_____
C & D	7515 or 7500	_____
Comptroller	7410 or 5142	_____
SJA	5250 or 5254	_____
TTECG	7429 or 5335	_____
Religious Min	6304 or 6464	_____
MCCS	6870 or 4999	_____
HQBN	7083 or 7084	_____
MCCES	6786 or 7474	_____
Hospital	2188 or 2351	_____
Dental	7663 or 7664	_____
RSU	7425 or 6938	_____
7thMarDiv Includes 1/7, 2/7, 3/7,	5800 or 5805	_____
3d LAR	6964 or 5218	_____
VMU-1	7367 or 5680	_____
CSSG-1	6876 or 5937	_____
MWSS-374 (Rein)	6973 or 6796	_____
1st TANK	6514 or 6387	_____
3/11	5536 or 5714	_____
3d AABn	7198 or 7182	_____
3/4	8508 or 8501	_____

ENCLOSURE (1)